



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate
Storm Sewer System (MS4) Permit MNR040000
reissued with an effective date of August 1, 2013
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

Instructions: This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

Submittal: This *MS4 SWPPP Application for Reauthorization* form must be submitted electronically via e-mail to the MPCA at ms4permitprogram.pca@state.mn.us from the person that is duly authorized to certify this form. All questions with an asterisk (*) are required fields. All applications will be returned if required fields are not completed.

Questions: Contact Claudia Hochstein at 651-757-2881 or claudia.hochstein@state.mn.us, Dan Miller at 651-757-2246 or daniel.miller@state.mn.us, or call toll-free at 800-657-3864.

General Contact Information (*Required fields)

MS4 Owner (with ownership or operational responsibility, or control of the MS4)

*MS4 permittee name: City of Hopkins *County: Hennepin
(city, county, municipality, government agency or other entity)

*Mailing address: 1010 First Street South

*City: Hopkins *State: MN *Zip code: 55343

*Phone (including area code): 952-548-6350 *E-mail: sstadler@hopkinsmn.com

MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

*Last name: Stadler *First name: Steve
(department head, MS4 coordinator, consultant, etc.)

*Title: Public Works Director

*Mailing address: 1010 First Street South

*City: Hopkins *State: MN *Zip code: 55343

*Phone (including area code): 952-548-6350 *E-mail: sstadler@hopkinsmn.com

Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Peters First name: Jeff
(department head, MS4 coordinator, consultant, etc.)

Title: WSB & Associates

Mailing address: 701 Xenia Ave South Suite 300

City: Minneapolis State: MN Zip code: 55416

Phone (including area code): (763) 287-7150 E-mail: jpeters@wsbeng.com

Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this *MS4 SWPPP Application for Reauthorization* form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

Certification (All fields are required)

- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Steve Stadler
(This document has been electronically signed)

Title: Public Works Director Date (mm/dd/yyyy): 12/30/2013

Mailing address: 1010 First Street South

City: Hopkins State: MN Zip code: 55343

Phone (including area code): 952-548-6350 E-mail: sstadler@hopkinsmn.com

Note: The application will not be
processed without certification.

Stormwater Pollution Prevention Program Document

I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☒ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere_Partnerships*.

The City doesn't currently have any written agreements with other MS4s for Partnerships. The City will continue to pursue other ways to incorporate program components with partners.

II. Description of Regulatory Mechanisms: (Part II.D.2)

Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language
☐ Policy/Standards ☐ Permits
☐ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code: Section 725 - Illicit Discharge and Connections

Direct link:

<http://www.hopkinsmn.com/weblink8/DocView.aspx?id=82938&searchid=10ff97a9-2dc5-420f-b51f-5079828ce53e&dbid=1>

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_IDDEreg*.

2. If **no**:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

City Ordinance needs to be reviewed and evaluated. If changes are necessary they will be completed within 12 months of the date permit coverage is extended.

Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language
☐ Policy/Standards ☒ Permits
☒ Rules
☐ Other, explain: _____

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

City Code: Section 546 - Zoning: Stormwater management

Direct link:

<http://www.hopkinsmn.com/weblink8/DocView.aspx?id=78456&searchid=edeb0054-e06d-4311-9557-e2229712b134&dbid=1>

- ☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

The City's construction site stormwater runoff control regulatory mechanism will be updated to be at least as stringent as the MPCA CSW permit. This effort will be completed within 12 months of the date permit coverage is extended.

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- | | |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. BMPs for dewatering activities. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Site inspections and records of rainfall events | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. BMP maintenance | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

Post-construction stormwater management

- A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☒ Contract language
☒ Policy/Standards ☐ Permits
☐ Rules
☒ Other, explain: Watershed rules

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Maintenance agreements:

City Code: Section 546 - Zoning: Stormwater management

Direct link:

<http://www.hopkinsmn.com/weblink8/DocView.aspx?id=78456&searchid=edeb0054-e06d-4311-9557-e2229712b134&dbid=1>

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere_PostCSWreg*.

- B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a):

1. **Site plan review:** Requirements those owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
 - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of Total Suspended Solids (TSS).
 - 3) Stormwater discharges of Total Phosphorus (TP).
 - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
 - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
 - 2) Stormwater discharges of TSS.
 - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
 - a. Limitations
 - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
 - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
 - b) Where vehicle fueling and maintenance occur.
 - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
 - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
 - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
 - a) With predominately Hydrologic Soil Group D (clay) soils.
 - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
 - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
 - d) Where soil infiltration rates are more than 8.3 inches per hour.
 - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow ☐ Yes ☒ No

exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
 - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
 - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
 - 3) Locations in the next adjacent DNR catchment area up-stream
 - 4) Locations anywhere within the permittee's jurisdiction.
 - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
 - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
 - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
 - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No
 - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☐ Yes ☒ No
 - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No
 - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B.2. A review of those standards and the cities standards will be completed and changes if necessary will be made to city ordinances within 12 months of permit coverage being granted.

B.3.a.1: The City will amend the ordinance and/or City Design Standards to include prohibiting the use of infiltration techniques for post-construction stormwater management as described in the Permit (Part III.D.5.a(3)(a).1). The ordinance will be amended on the same schedule as the items in B.2.a and B.2.b.

B.3.a.2: The City will amend the ordinance and/or City Design Standards to include restricting the use of infiltration techniques for post-construction stormwater management as described in the Permit (Part III.D.5.a(3)(a).2). This will occur on the same schedule as the items above.

B.3.a.3: The City will amend the ordinance and/or City Design Standards to include the exceptions for linear projects as

described in the Permit (Part III.D.5.a(3)(b)). This will occur on the same schedule as the items above.

B.4.a.: The City will amend the ordinance and/or City Design Standards to include order of preference for selecting mitigation project areas as described in the Permit (Part III.D.5.a(4)(a)). This will occur on the same schedule as the items above.

B.4.b.: The City will amend the ordinance and/or City Design Standards to include requirements for the creation of mitigation projects as described in the Permit (Part III.D.5.a(4)(b)). This will occur on the same schedule as the items above.

B.4.c.: The City will amend the ordinance and/or City Design Standards to include the restriction from using routine maintenance of structural BMPs to meet the requirements for mitigation projects as described in the Permit (Part III.D.5.a(4)(c)). This will occur on the same schedule as the items above.

B.4.d.: The City will amend the ordinance and/or City Design Standards to include the requirement to complete mitigation projects within 24 months after the start of the original construction activity as described in the Permit (Part III.D.5.a(4)(d)). This will occur on the same schedule as the items above.

B.4.e.: The City will amend the ordinance and/or City Design Standards to include the requirement to determine, and document, who will be responsible for long-term maintenance on all mitigation projects as described in the Permit (Part III.D.5.a(4)(e)). This will occur on the same schedule as the items above.

B.4.f.: The City will amend the ordinance and/or City Design Standards to mandate that money received from an owner/operator of construction activity, in lieu of meeting the conditions for post-construction stormwater management, shall be used for a public stormwater project as described in the Permit (Part III.D.5.a(4)(f)). This will occur on the same schedule as the items above.

B.5.a.: The City will amend the ordinance and/or City Design Standards to include the requirement to allow the permittee to conduct inspections, perform maintenance, and assess maintenance cost of structural stormwater BMPs not owned or operated by the permittee as described in the Permit (Part III.D.5.a(5)(a)). This will occur on the same schedule as the items above.

B.5.b.: The City will amend the ordinance and/or City Design Standards to include conditions that require maintenance responsibility for structural stormwater BMPs through transfer of ownership as described in the Permit (Part III.D.5.a(5)(b)). This will occur on the same schedule as the items above.

B.5.c.: The City will amend the ordinance and/or City Design Standards to include conditions to address BMP modification in the future as described in the Permit (Part III.D.5.a(5)(c)). This will occur on the same schedule as the items above.

III. Enforcement Response Procedures (ERPs): (Part II.D.3)

A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☒ Yes ☐ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere_ERPs*.
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

B. Describe your ERPs:

<http://www.hopkinsmn.com/archives/pdf/code/section546-stormwatermanagement.pdf>

546.08:

Penalty Any person firm or corporation violating any provision of this ordinance shall be fined not less than five dollars no more than five hundred dollars for each offence and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues

IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

New developments are required to provide electronic as-build data in accordance with the GIS Information Requirements located in the City Design Standard. The City GIS specialist updates and maintains all of the City's GIS Information.

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☒ Yes ☐ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☒ Yes ☐ No
4. All receiving waters. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☒ Yes ☐ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☒ Yes ☐ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☒ Yes ☐ No
2. A geographic coordinate. ☒ Yes ☐ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☒ Yes ☐ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere_inventory*. ☐ Yes ☒ No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

V. Minimum Control Measures (MCMs) (Part II.D.5)

A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

The public education program has been developed to distribute educational materials to the community or conduct equivalent outreach activities. The BMPs identified will focus on the impact of storm water discharges on streams, rivers, and wetlands, and the steps that the public can take to reduce pollutants in storm water runoff.

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
www.pca.state.mn.us • 651-296-6300 • 800-657-3864 • TTY 651-282-5332 or 800-657-3864 • Available in alternative formats wq-strm4-49a • 5/31/13	Page 8 of 16

<i>Education Activity Implementation Plan</i>	<i>The City will provide stormwater education and outreach programs for residents within the City. The City will complete and outline of the education program and implementation schedule for the upcoming permit.</i>
<i>City Web Page</i>	<i>The City updates their web page by providing information on high priority storm water pollution prevention topics and effects of illicit discharge to City residents and business owners. The goal will be to add new material as it becomes available and record the number of website hits annually.</i>
<i>City Newsletter</i>	<i>City staff will develop then distribute stormwater related articles in the City newsletter. This goal will be met by distributing a minimum of two storm water related articles in the City newsletter each year.</i>
<i>Coordination of Education Program</i>	<i>The City will collaborate and coordinate the development and implementation of the City's educational activities schedule with the Minnehaha Creek Watershed District.</i>
BMP categories to be implemented	Measurable goals and timeframes

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Administration / Asst. City Engineer

B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

Under this minimum control measure, the City provides measures to receive public input and opinion on the adequacy of the SWPPP. This input can be received from public meetings, oral testimony, and written correspondence.

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Comply with Public Notice Requirements</i>	<i>Provide public notice of meeting to provide input on the SWPPP in accordance with City public hearing notification requirements.</i>
<i>Annual Meeting</i>	<i>Hold annual public meeting combined with City Council Meeting or other public participation/involvement event to solicit public input on the SWPPP.</i>
<i>Consider Public Input</i>	<i>The City will conduct a public meeting and host a web page on the City's Storm Water Pollution Prevention Program. City staff will respond to all public comments and statements received from the public meeting, and document any proposed changes to the SWPPP for final approval by City Engineer (if applicable). The goal of this BMP will be met by documenting all written and oral input into the record of decision and submitted in conjunction with the annual report to the MPCA.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Online Availability of Stormwater Pollution Prevention Program Document</i>	<i>Provide an electronic document of Stormwater Pollution Prevention Program document online, to allow anytime, easier access to these documents.</i>

3. Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Administration / Asst. City Engineer

C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

The City has an ordinance that prohibits illicit discharges and connections. City Staff and public works employees are trained to look for any signs of an illicit discharge while on the job. ERPs guide what actions the City can take after an illicit discharge has been identified.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- | | |
|---|---|
| a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| e. Procedures for the timely response to known, suspected, and reported illicit discharges. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Procedures for investigating, locating, and eliminating the source of illicit discharges. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

C.2.b. The City will incorporate procedures into the IDDE program for detecting and tracking the source of illicit discharges using visual inspections as described in the permit (Part III.D.3.d). Procedures will be in place within 12 months following the date permit coverage is extended..

C.2.d. The City will incorporate procedures into the IDDE program for prioritization of areas likely to have illicit discharges as described in the permit (Part III.D.3.f). Procedures will be in place within 12 months following the date permit coverage is extended.

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Storm Sewer System Mapping</i>	<i>The goal of this BMP will be met by annually updating changes to the City's storm sewer system map.</i>

<i>Illicit Discharge Detection and Elimination (IDDE) and Enforcement Ordinance</i>	<i>The City will review and update (as necessary) the City's ordinance to prohibit illicit and non-stormwater discharges into the City's storm sewer and surface/ground waters. The goal of this BMP will be met by reviewing existing city ordinances and implementing updates related to illicit/non-stormwater discharges (if necessary).</i>
<i>Illicit Discharge Detection and Elimination (IDDE) Program</i>	<i>The City will develop and implement a program to detect and reduce non-stormwater discharges, including illegal dumping. Procedures for detection may consist of visual inspections for non-stormwater discharges on City owned land and private property (as requested). Inspection frequency may be conducted concurrent with the outfall inspections and implementation schedule of the public works activities. The City will notify the MPCA state duty officer of any hazardous material spills or discharges (within 24 hours of receipt, if applicable, per NPDES Phase II requirements).</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>IDDE Program Updates</i>	<i>Develop written procedures for illicit discharge inspections, investigations, and response actions. Develop a process to document information as described in the Permit (Part III.3.h) within 12 months following the date permit coverage is extended.</i>
<i>Illicit Discharge Inspections</i>	<i>In Year 1, the City will map out areas that are identified as high-priority outfalls and around high-risk establishments (fast food restaurants, dumpster, car washes, mechanics, and oil changes.) in years 2-5, the City will those integrate those sites into its annual inspection MS4 activities.</i>
<i>Illicit Discharge Investigation</i>	<i>As needed, City staff or a consultant will be used to televise a section of the sewer system, collect grab samples or perform other effective testing procedures to find illicit connection identified in the system.</i>

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☒ Yes ☐ No
- If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:
5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:
- Streets / Public Works Supervisor*

D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:
- The City requires review of construction site erosion and sediment control (ESC) plans before projects begin, and work with contractors to ensure appropriate and correct use of erosion and sediment control BMPs on sites. The building inspectionis department are primarily responsible for checking compliance with construction site ESC plans.*
2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☒ Yes ☐ No
 - Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
 - Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☒ Yes ☐ No
 - Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):

- 1) Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
- 2) Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
- 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☐ Yes ☒ No
- 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☐ Yes ☒ No
- e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
- f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
- g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

D.2.d., City will develop written procedures for conducting site ESC inspections as described in the Permit (Part III.D.4.d). Procedures will be in place within 12 months following the date permit coverage is extended.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
<i>Construction Site Stormwater Runoff Ordinance</i>	<i>The City will annually review and update (as necessary) the City's erosion control ordinance.</i>
<i>Construction Site Erosion and Sediment Control Inspections</i>	<i>City staff will continue to implement and enforce the construction site inspection program for erosion control on construction sites one acre or larger. The goal of this BMP is to document the number of site inspections conducted annually.</i>
<i>Waste Controls for Construction Site Operators</i>	<i>The goal will be met by enforcing the NPDES Phase II permit requirements through the City's construction site inspection program.</i>
<i>Construction Site Plan Review</i>	<i>The City will require every applicant for a building permit, subdivision approval, or grading permit that disturbs one acre or more to submit a project specific stormwater management plan (if applicable). This goal will be met by only issuing City permits to applicants that have submitted project specific stormwater management plans (if applicable).</i>
<i>Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</i>	<i>The City will establish a phone line and web page links for the public to report potential construction site erosion control and waste disposal infractions. The goal of this BMP will achieved by completing the timeline/implementation.</i>
<i>Establishment of Procedures for Site Inspections and Enforcement</i>	<i>The City will inspect construction sites for conformance to NPDES construction permit standards and applicable City standards. This goal will be met by enforcing the City's erosion control and waste disposal standards.</i>
BMP categories to be implemented	Measurable goals and timeframes
<i>Permit Update</i>	<i>Update the City Grading, Building, and ROW permits and Construction Site Stormwater Runoff ordinance to meet the new permit requirements within 12 months following the date permit coverage is extended.</i>
<i>Prioritize Inspections</i>	<i>The City will develop a process to determine the frequency for inspecting high priority inspection sites (e.g., near sensitive receiving waters, projects larger than 5 acres).</i>
<i>Permit Application System</i>	<i>Develop written procedures to improve tracking and archiving all</i>

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Asst. City Engineer / Public Works Director / Building inspection staff

E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

The City has a surface water management ordinance to address storm water runoff from new development and redevelopment projects that disturb equal to or greater than one acre. This program insures that controls are in place that would prevent or minimize water quality impacts from development activities.

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☒ Yes ☐ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☒ Yes ☐ No
- b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No
- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

E.3., The City will develop written procedures for documentation of post-construction stormwater management mitigation as described in the Permit (Part III.D.5.c.). Procedures will be in place within 12 months following the date permit coverage is extended.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Site Plan Review Program	<i>The City will review and revise (if necessary, during the plan review process) permanent BMP designs and criteria for post-construction stormwater management associated with new development and redevelopment projects of one acre or more. The City will also actively look for non-structural opportunities where prudent and feasible. The goal of this BMP will be met if the City conducts plan reviews on new development and redevelopment projects of one acre or more.</i>
Surface Water Management Ordinance	<i>Completed ordinance defining standards, review procedures and enforcement response procedures for erosion and sediment control at construction sites, and post construction runoff from new development and redevelopment in 2007.</i>
Stormwater Management Plan	<i>Completed SWMP and ensured goals and policies were consistent with the NPDES General and Construction Permits.</i>

BMP categories to be implemented	Measurable goals and timeframes
<i>Update ordinance to meet new permit requirements</i>	<i>Complete Ordinance updates for post construction runoff from new development and redevelopment Within 12 months of extension of permit coverage.</i>

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Asst City Engineer

F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

The City currently inspects its structural pollution control devices on an annual basis and inspects all of its outfalls, sediment basins and ponds every 5 years. The City inspects stockpiles, storage and material handling areas at the maintenance yard for potential discharges and maintenance of BMPs. The City is evaluating the use of road salt for winter road maintenance activities to reduce chlorides entering surface waters. The City sweeps streets once in the fall after leaf drop and once in the spring to get snowmelt. Maintenance staff is trained annually on various topics related to pollution prevention during maintenance activities.

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☐ Yes ☒ No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

F.3. The City will complete a facilities inventory as described in the Permit (Part III.D.6.a.). Inventory will be completed within 12 months following the date permit coverage is extended.

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Street Sweeping	<i>The City will continue recording the frequency of streets that are swept, per sweeping occurrence. The goal of this BMP will be met if the City conducts two street sweeping occurrences per year.</i>
Strom Sewer Inspection Program	<i>Conduct one inspection of all City-owned ponds and outfalls prior to expiration date of this permit. Annual inspection of 100% of structural pollution control devices (Sumps, Water Quality Manholes, etc.).</i>
Inspection of All Exposed Stockpile, Storage and Material Handling Areas	<i>City staff will quarterly locate and inspect all exposed stockpiles and storage/material handling areas on City owned properties. All existing onsite BMP's will be inspected for conformance to NPDES Phase II permit requirements. Any identified erosion control issues will be corrected and documented per NPDES Phase II standards.</i>
Structural Stormwater BMP Maintenance Program	<i>Based on storm sewer inspection findings determine if repair, replacement, or maintenance measures are necessary to ensure structures proper function and treatment effectiveness. Document annually number or structures repaired or scheduled for maintenance.</i>
Recording, Reporting, and Retention of All Inspections and Responses to the Inspections	<i>The City will retain all records of inspection, maintenance, and corrective actions of the City's stormwater system. The goal of this BMP will be met if the City retains these records for a period of three years past the expiration of this permit.</i>

<i>Evaluation of Inspection Frequency</i>	<i>Evaluate inspection records and determine if inspection frequency needs to increase or decrease.</i>
<i>Landscaping and Lawn Care Practices Review</i>	<i>The City will continue to annually review its landscaping and lawn care practices and adjust its current methods if necessary.</i>
<i>Road Salt Application Review</i>	<i>The City will record the annual activities of the salt distribution program and adjust current practices as necessary.</i>
<i>Evaluation of Proposed Storm Water Infiltration Projects for Impacts within Source Water Protection Areas</i>	<p>1. The City will use the Minnesota Department of Health's document "Evaluating Proposed Storm Water Infiltration Projects in Vulnerable Wellhead Protection Areas" (Draft-July 19, 2006) and other pertinent information as guidance in evaluating all infiltration projects within or adjacent to vulnerable DWSMA's.</p> <p>2. The City will prohibit the construction of the infiltration area or incorporate specific BMPs to reduce pollutants from infiltrating within vulnerable DWSMA's.</p> <p>3. The City will annually record the evaluation, denial, and implemented BMP's, of all proposed infiltration projects within and/or adjacent to vulnerable DWSMA's.</p>
BMP categories to be implemented	Measurable goals and timeframes
<i>Park and Open Space Training Program</i>	<i>Training focused on fertilizer application, pesticide/herbicide application, and mowing discharge.</i>
<i>Fleet and Building Maintenance Training Program</i>	<i>Training focused on automotive maintenance program (automotive inspections and washing), spill cleanup training, hazardous materials training, building leak prevention and inspection training.</i>
<i>Stormwater Systems Maintenance Training Program</i>	<i>Training focused on parking lot and street cleaning, storm drain systems cleaning, road salt materials management.</i>
<i>Spill Prevention & Control Plans for Municipal Facilities</i>	<i>Ensure that plans describing spill prevention and control procedures are consistent among all departments. Conduct annual spill prevention and response training sessions to all municipal employees. Distribute education materials to each municipal facility by the end of year 2.</i>
<i>Facility Inventory</i>	<i>Develop facilities inventory to include potential pollutants at each site. Create a map of all identified facilities.</i>
<i>Pond Assessment Procedures & Schedule</i>	<i>In year 1, develop procedures for determining TSS and TP treatment effectiveness of city owned ponds use for treatment of stormwater. Implement schedule in year 2-5.</i>

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☒ Yes ☐ No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:
- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☒ Yes ☐ No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☒ Yes ☐ No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☒ Yes ☐ No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material ☐ Yes ☒ No

handling areas?

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? ☒ Yes ☐ No
 - b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No
 - c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

F.6. The City will develop a procedure for assessing ponds to determine TSS and TP effectiveness as described in the Permit (Part III.D.6.d) This study will develop procedures for determining TSS and TP treatment effectiveness of city-owned ponds used for treatment of stormwater. A schedule will be implemented in years 2 thru 5.

F.7., The City will develop written procedures for inspection of structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas as described in the Permit (Part III.D.6.f.). Procedures will be in place within 12 months following the date permit coverage is extended.

F.8., The City will develop and implement a stormwater management training program commensurate with each employees job duties as described in the Permit (Part III.D.6.g.). Procedures will be in place within 12 months following the date permit coverage is extended.

F.9., The City will develop written procedures to document inspections, maintenance, and training as described in the Permit (Part III.D.6.h.). Procedures will be in place within 12 months following the date permit coverage is extended.

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Asst. City Engineer / Public Works Supervisor

VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☒ Yes ☐ No
- 1. If **no**, continue to section VII.
 - 2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No
- 1. If **no**, this section requires no further information.
 - 2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

VIII. Add any Additional Comments to Describe Your Program

TMDL Wasteload Allocation Excel Spreadsheet PART II.D.6.a.-e.

Copy and paste from the Master List MS4 TMDL Spreadsheet for your MS4 to the space below.

Attach this completed form with your SWPPP Document at the time of submittal. At a **minimum**, provide all of the information "" items (TMDL Project Name, Type of WLA, Numeric WLA, Unit, Flow Condition, and Pollutant of Concern).

Permittee name	Preferred ID	TMDL project name*	Waterbody ID	Type of WLA*	Numeric WLA*	Unit*	Percent reduction	Flow condition*	Waterbody name	Pollutant of concern*	Date approved
Hopkins City	MS400024	Ninemile Creek: Impaired Biota, Turbidity & Chloride TMDL	07020012-518	Categorical	5.164	tons/day	62%		Nine Mile Creek	Chloride	11/29/2010

Compliance Schedule PART II.D.6.f.-g.

Is your MS4 currently meeting its WLA for any approved TMDLs?
☐ NO (Complete Table 1, Strategies for continued BMP implementation beyond the term of this permit, and Table 2 below)
☒ YES (Provide the following information below)
If YES, indicate the WLAs (may be grouped by TMDL Project) you believe are reasonably being met. For each WLA, list the implemented BMPs and provide a narrative strategy for the long-term continuation of meeting each WLA. PART II.D.6.g.(1)-(2)

Go to: [Table 1](#) Go to: [Strategies...](#) Go to: [Table 2](#)

Ninemile Creek: Impaired Biota, Turbidity & Chloride TMDL - The city is meeting its requirements of the TMDL by completing the following tasks on a regular basis:

1. The city provides stormwater education to employees and the public.
2. The city provides water resource education materials to contractors, builders, developers, and the general public.
3. The city performs inspections for the cities illicit discharge detection and elimination program.
4. The city references and makes permittees comply with watershed requirements for post-construction BMP performance.
5. The city continues to monitor and maintain the existing stormwater ponds and other BMPs to sustain removal effectiveness.
6. The city has established maintenance agreements with private owners of permanent BMPs.
7. The city has an established street sweeping program. It sweeps streets at a minimum of two times per year.
8. The city annually inspects and cleans all structural pollution control devices.

Table 1
Fill in the following table with your Interim Milestones, BMP IDs, and Implementation Dates. Replace "TMDL Project Name & Pollutant" Columns with each TMDL Project Name and the corresponding pollutant. Then put an "X" in the boxes for the TMDL that corresponds with each BMP. PART II.D.6.f.(1)-(2)

NOTE:
It is recommended to assign each Interim Milestone (BMP) a BMP ID. You will be required to report on the status of each Interim Milestone and include a BMP ID for all structural BMPs as part of the MS4 Annual Report (see Part III.E.), so including those ID numbers at the time of application may be useful in tracking implementation efforts. If a pond that will be included in the pond inventory (Part III.C.2.) is to be applied toward a WLA, use the same ID for both the pond inventory and TMDL tracking. Non-structural BMPs are not required to have an ID, but it may be useful to assign it an ID for internal MS4 recordkeeping.

MPCA recommends the Implementation Dates align with the submittal of MS4 Annual Reports. Dates selected may not reflect the actual date a BMP is implemented, but shall indicate a BMP will be implemented on that date or before for that reporting year.

Interim Milestone (Best Management Practice)	BMP ID	Implementation Date	TMDL Project Name & Pollutant1

Strategies for continued BMP implementation beyond the term of this permit. PART II.D.6.f.(3)
The City will continue to: Identify potential projects , Conduct a feasibility study for proposed projects , Identify funding options for proposed projects and If feasible construct projects to help meet TMDL goals

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Table 2
 Target dates the applicable WLA(s) will be achieved. PART II.D.6.f.(4)

TMDL Project	Target Date to Achieve WLA